**Program Review - Staffing Priorities - 2014-2015**

**Timeline**

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| ***September, 2014*** | The Planning Parameters for 2014-15 program review process are presented to College Planning Council and distributed to campus via email from the College President. |
| ***October, 2014*** | The College President provides updated Planning Parameters for 2014-15 to the campus (if needed). |
| ***October, 2014*** | Information on Staffing Priorities process is given to the Department Chairs, Service Unit Leaders, and administrators. |
| ***November 3-13, 2014*** | Department and division meetings are held to discuss classified and faculty staffing positions. Administration meets to prioritize any administrative positions. A prioritized list of positions is created for each group of employees. Justification is needed for the replacement of vacant or expected vacant positions. See example. |
| ***November 14-19, 2014*** | Staffing Priorities Committee for meetings take place. |
| ***November 19, 2014*** | College Planning Council meeting at 3:00-5:00pm. Staffing Priorities Committees representatives will present to the CPC their prioritized lists. |
| ***November 21, 2014*** | Faculty and Classified Staffing Priority Committees send their recommendations to the Executive Vice Presidents Office (Linda Resendiz [lresendiz@vcccd.edu](mailto:lresendiz@vcccd.edu) ) by 5pm |
| ***November 24, 2014*** | Executive Team meets to review the recommendations. |
| ***December, 2014*** | College President sends an update to the campus community. |